

DEPARTMENT OF CHARITABLE GAMING FLOOR SALES

<i>When to use</i>	Use this form to record all floor sales of all bingo paper.
<i>Organization</i>	Fill in the official name of your organization.
<i>Session Date</i>	Fill in the session date.
<i>Signature of Cashier</i>	Cashier must complete and sign the form.
<i>Signature of Bingo Manager</i>	Bingo Manager must sign form. It is the manager's responsibility to ensure that all information is complete and accurate to the best of their knowledge.
<i>Type of Paper/Game</i>	Fill in the type of paper (9on, 12on, Bonanza, Early Bird, Quickie, WTA, Lucky Seven, etc.)
<i>Unit of Measure</i>	Fill in the unit (card, pack or sheet).
<i># of Units to Start</i>	Fill in the number of total units at the start of the game.
<i>Sales Price per Single Card/Sheet</i>	Enter the sales price of each single card or sheet.
<i>Sales Price for Multiple Sheets *</i>	Enter the sales price for multiple sheets (<i>i.e.</i> , 6/\$5.00)
<i># of Units at End</i>	Fill in the number of total units at the end of the game.
<i># of Units Sold</i>	Enter the difference by subtracting the number of units at end of game from number of units at the start of the game. Enter the difference on this line.
<i>Floor Worker Printed Name</i>	Print the names of the floor workers across the sheet in the space provided.

Lines 1 through 9 Enter the following information for each worker selling on the floor.

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|---|---|
| 1. Number of Cards/Sheets Issued | Enter the number of paper cards or sheets issued to each floor worker prior to the start of sales. The floor worker and the cashier should count and agree on the number. |
| 2. Number of Cards/Sheets Returned | Enter the number of paper cards or sheets returned to the cashier when sales are over. The floor worker and the cashier should count and agree on the number. |
| 3. Number of Cards/Sheets Sold (1-2) | Enter the difference between Line 1 and Line 2. |

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| 4. Gross Calculated Sales | Enter the calculated gross sales possible from floor sales. It is calculated by multiplying the sales price by the number of cards or sheets sold. |
| 5. Multiple Sheet Adjustment * | Enter the amount of money not collected by floor workers due to multiple sheet sales. |
| 6. TOTAL SALES | Subtract Line 5 from Line 4. Enter the difference. Carry this total to Form 103, Line 3.b. |
| 7. Actual Cash Turned In | Enter the amount of cash turned in by the floor worker. The floor worker and the cashier should agree on the total. |
| 8. Overage or (Shortage) | Enter the difference between Line 6 and Line 7
If line 6 is larger, it is a shortage. If line 7 is larger, it is an overage. |
| 9. Floor Workers Initials | Floor worker initials here to indicate their agreement with this reconciliation. |

- These Lines are totaled across the page for all floor workers.
- The total for Line 6 (TOTAL SALES) is entered on the Bingo Session Reconciliation Summary Form 103 - Line 3.b.
- If multiple Form 104-B's are used for the session, then all forms should be combined before entering the totals on the appropriate lines of the Bingo Session Reconciliation Summary – Form 103.
- * No multiple card sales at a discount cost are allowed for the Lucky Seven game.